



*Strong Families Make a Strong Kansas*

*KCDHH CEU POLICY: January 1, 2013 – December 31, 2014*

*The integrity of KQAS certification requires a commitment to life-long learning.*

***Background:***

Pursuant to the statute K.S.A. #75-5393 which states, “The KCDHH Executive Director, with the advice and consent of the commission shall provide for a program of regulation and certification of interpreters”, and with the advice of the KCDHH Interpreters’ Advisory Council, the KCDHH has established the following CEU policy for all working interpreters in the state of Kansas.

***Purpose:***

Earning CEUs is a way for interpreters to maintain their skill levels, keep up with developments in the interpreting field, and assure consumers that a certified interpreter means quality service. KCDHH’s CEU policy began operation on July 1, 2000 and continues to rely on KCDHH and RID approved activities to provide appropriate educational opportunities for interpreters. These opportunities can be presented as group activities, such as workshops, lectures, or conferences, or as independent study activities, such as mentoring and self-study.

Like many educational and professional associations, KCDHH requires participants to earn a specific number of continuing education units (CEUs). The CEU is a nationally recognized unit of measurement for educational activities that meets established criteria for increasing knowledge and competency. One (1.0) CEU is equal to ten (10) contact hours of participation in an organized continuing education experience, which is approved per the policy.

***Who Participates:***

This policy applies to any interpreter with KQAS certification working in the state of Kansas.

***CEU Requirements:***

Any sign language interpreter working in the state of Kansas who is KQAS certified must earn 3.0 CEUs (30 contact hours) in a regular two-year cycle

***Content Areas:***

CEUs are divided into two content areas, **Professional Studies** and **General Studies**.



### Professional Studies:

There are two sub-categories within this content area: 1) Professional Studies and 2) Code of Professional Conduct.

- 1) Professional Studies consists of:
  - a. Linguistic and Cultural Studies which includes the study of any language or linguistic system, and the study of any specific culture (i.e., ASL to English)
  - b. Theoretical and Experiential Studies which includes the process of interpreting and transliterating theory and skill building activities
  - c. Mentorship
  - d. Specialization studies which includes specialized aspects of interpreting used in settings such as the legal, medical, mental health, and substance abuse recovery fields
  - e. The field of sign language interpreting in general.

- 2) Code of Professional Conduct:

A minimum of 0.3 CEUs (3 contact hours) in the sub-category *Code of Professional Conduct* is required. This sub-category focuses on the actual tenets of the Code of Professional Conduct and ethical decision-making related to the profession of sign language interpreting.

### General Studies:

There is no general studies requirement; however a maximum of 1.0 CEUs (10 contact hours) can count toward certification maintenance. This content area includes:

- 1) Human service and leadership studies (i.e. leadership skills, public relations, public speaking, and community resources)
- 2) General knowledge studies include areas less obviously related to the field of interpreting and transliteration, but are educationally beneficial to the participant.

***Note: It is acceptable to earn all qualifying CEUs in the area of Professional Studies.***

### ***CEU Cycle Timeline:***

Each cycle is two (2) years in length. However, your first cycle is pro-rated based on when your certification is awarded. For clarification and determination of when your cycle will end if this is your first certification from KQAS, please refer to the following:



**Pro-rated Cycle Timeline:**

<b>Certification awarded between:</b>	<b>CEUs required</b>
January 1, 2013 — March 31, 2013	3.0
April 1, 2013 — June 30, 2013	2.5
July 1, 2013 — September 30, 2013	2.0
October 1, 2013 — March 31, 2014	1.5
April 1, 2014 — June 30, 2014	1.0
July 1, 2014 - September 30, 2014	0.5
October 1, 2014 -December 31, 2014	0.0

All subsequent cycles will begin January 1 of odd years and end December 31 of the following year.

See the Frequently Asked Questions (FAQ) for more information.

***Special Cases:***

**CEU 2- year Cycle Extension Request**

*(Extension requests for CEU cycle ending December 31, 2012 are no longer accepted)*

A one-year, once-in-a-lifetime certification cycle extension may be available for those who submit a **CEU Cycle Extension Request form**. The extension request must be received before *November 30, 2014* (if sent by postal service must be postmarked before November 30, 2014).

The KCDHH office will begin processing CEU Cycle extension requests on December 1, 2014.

***Certification Cycle Extension Eligibility:***

Extensions are considered only if a sudden and unforeseeable, traumatic, catastrophic, or incapacitating, life-altering event disrupts the life of the KQAS certified interpreter or an immediate family member for a considerable amount of time, simple failure to accrue the required number of CEUs is not an appropriate reason to request an extension to the CEU 2- year cycle.

**IMPORTANT:** *An extension does not delay the end date of the next CEU cycle – the extension cuts into the following cycle. Once enough CEUs are earned to complete the extended cycle, the next cycle will begin immediately. For this reason, it is good to complete the CEU requirement as quickly as possible to allow as much time as possible to earn the next cycle CEUs.*